



Sony Ericsson

SpiroTM

Extended User guide

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Important information

Please read the *Important information* leaflet before you use your mobile phone.

Experience more. Discover how.

Fill it with pop and let it rock. Share your life in pictures. Or why not go online for the latest updates? Your new phone is the key to a wider world. And it's just around the corner.

Get started with this User guide. And join us online to get the full picture. Music, games, apps, updates, downloads, support and more. All in one place:

www.sonyericsson.com/spiro

Feedback on the User guide

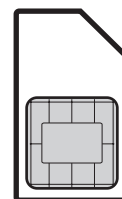
Do you have any suggestions on how we can improve this User guide? If so, then email us at userguides@sonyericsson.com.

Please make sure to type the User guide name in the email subject field. We highly value your feedback!

Getting started

SIM card

The SIM (Subscriber Identity Module) card, which you get from your network operator, contains information about your subscription. Always turn off your phone and detach the charger and battery (if inserted) before you insert or remove the SIM card.

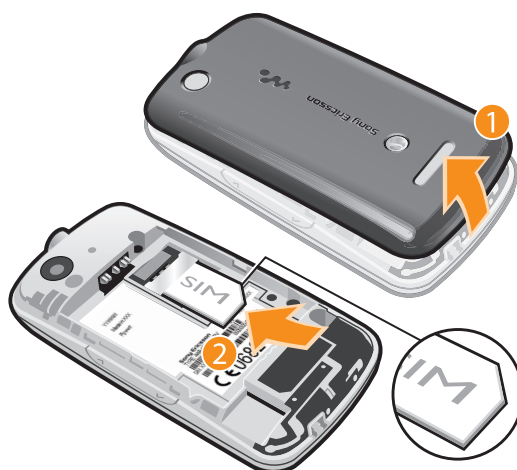


PIN

You may need a PIN (Personal Identification Number) to activate the services and functions in your phone. Your PIN is supplied by your network operator. Each PIN digit appears as *, unless it starts with emergency number digits such as 112 or 911. You can see and call an emergency number without entering a PIN, if a network is available.

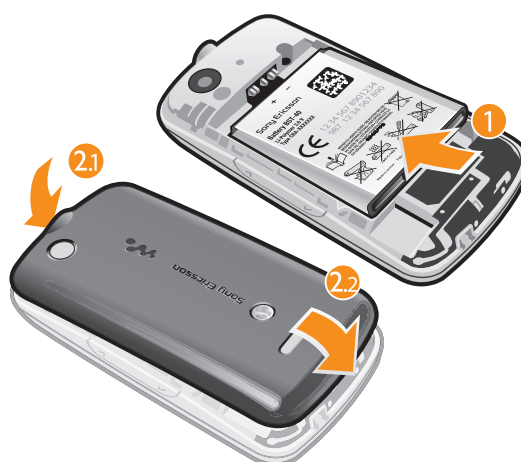
- ! If you enter the wrong PIN three times in a row, the SIM card is blocked. See *SIM card lock* on page 29.

To insert the SIM card



- 1 Remove the battery cover.
- 2 Slide the SIM card into its holder with the gold-coloured contacts facing down.



To insert the battery



- 1 Insert the battery with the label side up and the connectors facing each other.
- 2 Slide the battery cover into place and lock it.

Turning on the phone


To turn on the phone

- 1 Press and hold down .
 - 2 Open the slider and enter your PIN, if requested.
 - 3 Select **OK**.
 - 4 Select a language.
 - 5 Select **Yes** to use the setup wizard.
- ! If you make a mistake when you enter your PIN, you can press  to delete numbers from the screen.

Standby

After you have turned on the phone and entered your PIN, the name of the network operator appears. This view is called standby. Your phone is now ready for use.

To turn off the phone

- Press and hold down .
- ! Before turning off the phone, you must return to standby.

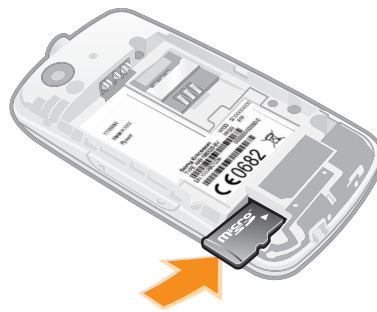
Memory card

- ! You may have to purchase a memory card separately.

Your phone supports a microSD™ memory card, adding more storage space to your phone. This type of card can also be used as a portable memory card with other compatible devices.

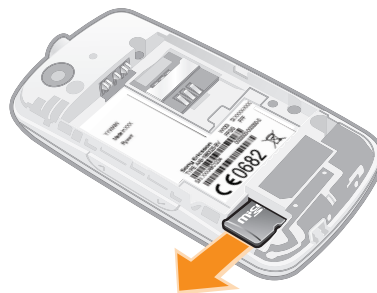
You can move content between a memory card and the phone memory.

To insert a memory card



- Remove the battery cover and insert the memory card with the gold-coloured contacts facing down.

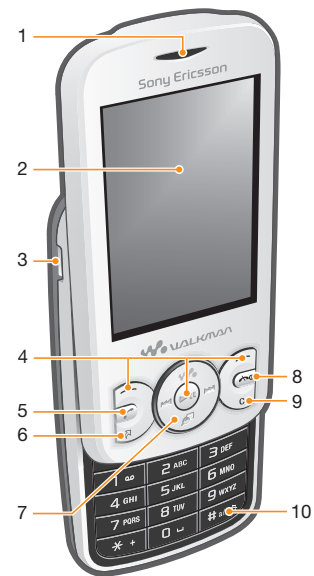
To remove a memory card



- Remove the battery cover and slide the memory card to remove it.

Phone overview

- 1 Ear speaker
- 2 Screen
- 3 Connector for charger and USB cable
- 4 Selection keys
- 5 Call key
- 6 Shortcut key
- 7 Navigation key, Walkman™ player controls, TrackID™*
- 8 End key, On/off key
- 9 C key (Clear)
- 10 Silent key



- 11 Connector for handsfree
- 12 Camera lens
- 13 Volume key
- 14 Loudspeaker



*The TrackID™ shortcut key may not be available in your phone.

Screen icons

These icons may appear on the screen.

Icon	Description
	Missed call
	Handsfree connected
	Ongoing call
	Text message received
	Multimedia message received
	Predictive text input activated
	Phone set to silent
	Radio playing
	Alarm activated
	Bluetooth™ function activated

To charge the battery



- Connect the charger to the phone with the power icon on the charger facing upwards. It takes approximately 2.5 hours to fully charge the battery. You can still use your phone while it is charging.
- 💡 The phone battery is partly charged when you buy it. It may take a few minutes before the battery icon appears on the screen.
- ! The battery will start to discharge a little after it is fully charged and then charges again after a certain time. This is to extend battery life and may result in the charge status showing a level below 100 percent.

Menu overview

 **PlayNow™**

 **Camera**

 **Alarms**

 **Calls****

All
Answered
Dialled
Missed

 **Internet**

 **Messaging**

Write new
Inbox/Conversations
Messages
Call voicemail

 **Contacts**

 **Organiser**

File manager**
Applications
Calculator
Calendar
Tasks
Notes
Timer
Stopwatch

 **Entertainment**

Online services*
PlayNow™
Radio
Games
TrackID™

Record sound

 **Media**

 **WALKMAN**

 **Settings****

General
Sounds & alerts
Display
Calls
Connectivity

* Some menus are operator-, network- and subscription-dependent.

** You can use the navigation key to scroll between tabs in submenus.

Navigation

The main menus are shown as icons. Some submenus include tabs.

To access the main menu

- When **Menu** appears on the screen, press the centre selection key.
- When **Menu** does not appear on the screen, press the End key, then press the centre selection key.

To navigate the phone menus

- 1 Press the centre selection key to select **Menu**.
- 2 Press the navigation key upwards, downwards, left or right to move through the menus.



To select an item

- Scroll to the item and press the centre selection key

To scroll between tabs

- Press the navigation key left or right .

To go back one step in a menu

- Select **Back**.

To end a function

- Press .

To return to standby

- Press .

To delete an item

- Scroll to the item and press .

Shortcuts

You can use the navigation key shortcuts from standby or use the shortcut menu to get quick access to certain functions.

To use navigation key shortcuts

- Press the navigation key upwards, downwards, left or right to go directly to a function.

To edit a navigation key shortcut

- Select **Menu** > **Settings** > **General** > **Shortcuts**.
- ! The WALKMAN shortcut cannot be changed.


To open the shortcut menu

- Press .


To add a shortcut

- 1 Press .
- 2 Scroll to **New shortcut** and select **Add**.

To delete or move a shortcut

- 1 Press .
- 2 Scroll to a shortcut and select **Options**.
- 3 Select an option.

To turn the sound on or off

- Press and hold down .

Entering text

You can use multitap text input or Zi™ text input to enter text. The Zi text input method uses a built-in dictionary.

- 💡 By using Zi text input you only have to press each key once. Continue writing a word even if it appears to be wrong.

To enter text using Zi text input

- 1 For example, to write the word “Jane”, press (5), (2), (6), (3).
- 2 You now have several options:
 - If the word shown is the one you want, press (↵) to accept and add a space.
To accept a word without adding a space, press the navigation key right.
 - If the word shown is not the one you want, press the navigation key upwards or downwards to view alternative words. To accept a word and add a space, press (↵).
 - To enter full stops and commas, press (1) and press the navigation key to scroll to the punctuation desired.

To enter text using multitap

- Press (2) – (9) until the character you want appears.
- Press (↵) to add a space.
- Press (1) to enter punctuation marks.

To use shortcuts and keys when entering text

- To change the text input method, press and hold down (*+).
- To change writing language, press and hold down (#AB).
- To shift between upper-case letters, lower-case letters, and numbers, press (#AB).
- To delete characters, press (C).
- To delete a whole word, press and hold down (C).
- To enter numbers, press and hold down (↵) – (9).


To add a word to the dictionary

- 1 When you enter text using Zi text input, select **Options > Spell word**.
- 2 Enter the word using multitap and select **Save**.

Calling

You must turn on the phone and be within range of a network.

To make a call

- 1 Enter a phone number (with international country code and area code, if applicable).
- 2 Press .

! You can call numbers from **Contacts** and from the call list. See *Contacts* on page 17, and *Call list* on page 15.

To end a call

- Press .

To answer a call

- Press .

To reject a call

- Press .

To change the ear speaker volume during a call

- Press the volume key up or down.

To turn off the ringtone without answering a call



- Press the volume key up or down.

To turn on the loudspeaker during a call

- Select **Spkr on**.

! Do not hold the phone to your ear when using the loudspeaker. This could damage your hearing.



To make an international call

- 1 Press and hold down  until a "+" sign appears.
- 2 Enter the country code, area code (without the first zero) and phone number.
- 3 Press .


Call list

You can view information about recent calls.

To call a number from the call list

- 1 Press .
- 2 Scroll to a name or a number and press .


To clear the call list

- 1 Press .
- 2 In the **All** tab, select **Options > Delete all**.
- 3 To confirm, select **Yes**.

Emergency calls

Your phone supports international emergency numbers, for example, 112 or 911. You can normally use these numbers to make emergency calls in any country, with or without the SIM card inserted, if you are within range of a network.

To make an emergency call

- Enter 112 (the international emergency number) and press .
- ! In some countries, other local emergency numbers may also be promoted. Your network operator may have saved these numbers on the SIM card.

Contacts

You can save names, phone numbers and personal information in **Contacts**. Information can be saved in the phone memory or on the SIM card.

To add a phone contact

- 1 Select **Menu > Contacts**.
- 2 Scroll to **New contact** and select **Add**.
- 3 Enter the name and select **OK**.
- 4 Scroll to **New number:** and select **Add**.
- 5 Enter the number and select **OK**.
- 6 Select a number option.
- 7 Scroll between the tabs and add information to the fields.
- 8 Select **Save**.

To edit a phone contact

- 1 Select **Contacts**.
- 2 Scroll to a contact and select **Options > Edit contact**.
- 3 Scroll between the tabs, edit information and select **Save**.

Calling contacts

To make a call using Smart search

- 1 Press **[0-9] – [0-9]** to enter a sequence of (at least two) digits. All entries that match the sequence of digits or corresponding letters are shown in a list.
- 2 Scroll to a contact or a phone number and press the Call key.

To turn on or off Smart search

- 1 Select **Menu > Settings > Calls > Smart search**.
- 2 Select an option.

Messaging

Text messages

You must have a valid service centre number in your phone. This is supplied by your service provider and saved on the SIM card. You may have to enter the number yourself.

To write and send a text message

- 1 Select **Menu > Messaging > Write new > Message**.
- 2 Write the message and select **Continue**. Select **Contacts look-up** or **Enter phone number**.
- 3 Select a recipient and select **Send**.

To view a received text message

- When **From: Text message received Read now?** appears, select **Yes**.

To view messages from the Inbox

- 1 Select **Menu > Messaging > Inbox**.
- 2 Scroll to a message and select **View**.

Multimedia messages

Multimedia messages can contain text, pictures, sound and attachments. They are sent using MMS (Multimedia Messaging Service) to a mobile phone. You need the correct Internet settings in your phone to use multimedia messaging. See *Internet* on page 27.

- ! You must set an MMS profile and the address of your message server. If no MMS profile or message server exists, you can receive all the settings from your network operator or at www.sonyericsson.com/support.

To send a multimedia message

- 1 Select **Menu > Messaging > Write new > Message**.
- 2 Enter text. To add items to the message, press the navigation key downwards, then scroll left or right and select an item.
- 3 To preview the multimedia message before sending it, select **Options > Preview**.
- 4 When the message is ready, select **Continue**.
- 5 Select **Contacts look-up** and select a recipient.
- 6 Select **Send**.

- ! You can only send multimedia messages if both the sending and receiving phones have subscriptions that support MMS.

Conversations

You can choose whether to view your messages in **Conversations** or the **Inbox**. A messaging conversation shows all messaging communication between you and one of your contacts.

To send a message from Conversations


- 1 Select **Menu > Messaging**.
- 2 Select **Conversations**, or select **Inbox > the Conversations tab**.
- 3 Select a conversation.
- 4 Write a message and select **Send**.

To view messages in Conversations


- Select **Menu > Messaging > Inbox > the Conversations tab** and select a conversation.
- Select **Menu > Messaging > Conversations** and select a conversation.

Walkman™

To play music

- 1 Press  and select **Options > My music**.
- 2 Browse by artist, album, track or playlist. Scroll to an option and press **Select** to open it.
- 3 Scroll to a track and select **Play**.

To stop playing music

- When a track is playing, press .

Transferring music

You can transfer music from your computer to your phone memory or memory card. There are two ways to connect the phone to a computer:

- using a USB cable
 - using a Bluetooth™ wireless technology connection
- You can drag and drop files between your phone or memory card and a computer in Microsoft® Windows® Explorer. For more information about transferring files to your phone go to www.sonyericsson.com/support.
- ! You may have to purchase a USB cable separately.

To connect your phone to a computer using a USB cable

- 1 Make sure your phone is turned on.
- 2 Connect the USB cable to your phone and the computer.
- 3 **Phone:** select **Mass storage**.
- 4 **Computer:** Wait for the drivers to be installed (this is done automatically). The first time you connect your phone to the computer, you may need to identify and name the phone.


To transfer files in Mass storage mode using a USB cable

- ! Do not remove the USB cable from the phone or computer during transfer, as this may corrupt the memory card and the phone memory. You cannot view the transferred files in your phone until you have removed the USB cable from the phone.
- 1 Connect the USB cable to the phone and the computer.
 - 2 **Phone:** Select **Mass storage**.
 - 3 **Computer:** Wait until the phone memory and memory card appear as external disks in Microsoft® Windows® Explorer.
 - 4 **Computer:** On the computer desktop, double-click the My Computer icon.
 - 5 **Computer:** To view the phone memory and memory card folders, double-click the icon representing your phone.
 - 6 **Computer:** Copy and paste your file, or drag and drop it, into a folder on your computer, in your phone memory, or on your memory card.
 - 7 To safely disconnect the USB cable, right-click the Removable Disk icon in Windows Explorer and select *Eject*.


Playlists

You can create playlists to organise your music.



To create a playlist

- 1 Press  and select **Options > My music > Playlists > New playlist**.
- 2 Enter a name and select **OK**.
- 3 Scroll to a track and select **Mark**.
- 4 Select **Add** to add the track to the playlist. Repeat steps 3 and 4 to add more tracks.







To add tracks to a playlist

- 1 Press  and select **Options > My music > My Playlists**.
 - 2 Open a playlist and select **Options > Add media**.
 - 3 Mark the desired tracks and select **Add**.
- 💡 You can also add all the tracks in a folder to a playlist by marking the folder and then selecting **Options > Add**.

To remove tracks from a playlist

- 1 Press  and select **Options > My music > My Playlists**.
- 2 Open a playlist and scroll to a track.
- 3 Press  and select **Yes**.

To control the Walkman™ player

- Press  to open the Walkman™ player.
- Press  to play or stop the current music file.
- Press  to go to the next music file.
- Press  to go to the previous music file.
- Press and hold down  or  to fast forward or rewind.
- Press the navigation key upwards/downwards to view and scroll files in the current playlist.
- Press the volume key up or down to change the volume.
- Select **Back** to minimise the Walkman™ player during playback.

TrackID™

TrackID™ is a music recognition service. You can search the title, artist and album name for a track you hear playing through a loudspeaker or on the radio.

- ! You need the correct Java™ software and Internet settings in your phone to use this function. See *Internet* on page 27. For cost information contact your service provider.

To search for track information

- When you hear a track through a loudspeaker, select **Menu > Entertainment > TrackID™ > Start**.
- When you hear a track through the radio on your phone, from the radio view select **Options > TrackID™**.

PlayNow™

When you open **PlayNow™**, you enter PlayNow™, where you can download music, games, ringtones, themes and wallpapers. You can preview or listen to content before you purchase and download it to your phone.

! This service is not available in all countries.

For extended functionality, you can also access the PlayNow™ web shop on a computer from www.sonyericsson.com/playnow. For more information, go to www.sonyericsson.com/support to read the *PlayNow™* Feature guide.

You can access PlayNow™ in two ways:

- From standby, select **Menu > PlayNow™**.
- Go to www.sonyericsson.com/playnow.

Video player

You can view and manage video clips in your phone.

To view a video clip

- 1 Select **Menu > Media > Video**.
- 2 Scroll to a video clip and select **Play**.

Radio

You can listen to the radio in your phone by connecting the phone to a handsfree device. The handsfree works as an antenna.



💡 In some markets, you may have to purchase the handsfree separately.

! Do not use your phone as a radio in places where this is prohibited.

To turn on the radio

- 1 Connect a handsfree to the phone.
- 2 Select **Menu > Entertainment > Radio**.

To search for channels automatically

- When the radio is playing, select **Search**.

To search for channels manually

- When the radio is playing, press the navigation key left or right.


Imaging

Camera and video recorder

You can take photos and record video clips to view, save or send. Photos and video clips are automatically saved in the phone memory.

- 💡 You can save photos and video clips on a memory card by selecting **Camera > Options > Save to > Memory card**.

To take a photo

- 1 Select **Camera** and press the navigation key left to switch to .
- 2 Select **TakePic**. The photo is automatically saved in JPEG format.

- 💡 To avoid a blurred photo, use a support or the self-timer.

To change camera settings


- 1 Select **Camera > Options**.
- 2 Select an item and change the relevant settings.

To send a saved photo

- 1 Select **Menu > Organiser > File manager > Camera album**.
- 2 Scroll to a photo and select **Options > Send**.
- 3 Select an option.

- 💡 See *To send an item using the Bluetooth™ function* on page 26. See *To send a multimedia message* on page 18.

To record a video clip

- 1 Select **Camera** and press the navigation key right to switch to .
- 2 Select **Record** to start recording.
- 3 To stop recording, select **Stop**. The video clip is automatically saved.

- ! Do not record with a strong light source in the background.

To view video clips

- 1 Select **Menu > Organiser > File manager > Videos**.
- 2 Scroll to a video clip and select **Play**.

Transferring photos and video clips

You can use Bluetooth™ wireless technology and the USB cable to transfer photos and video clips between your computer and phone. For more information, see *Bluetooth™ wireless technology* on page 26 and *To transfer files in Mass storage mode using a USB cable* on page 19.

Bluetooth™ wireless technology

Bluetooth™ wireless technology facilitates wireless connections to other Bluetooth™ devices, for example, a Bluetooth™ headset. You can connect to several devices at the same time or exchange items.

- ! A range within 10 metres (33 feet), with no solid objects in between, is recommended for Bluetooth™ communication.

To turn on the Bluetooth™ function

- Select **Menu > Settings > Connectivity > Bluetooth > Turn on.**
- ! Some countries do not allow you to use Bluetooth™ wireless technology.

To show or hide your phone

- Select **Menu > Settings > Connectivity > Bluetooth > Visibility > Show phone** or **Hide phone.**
- ! If you select **Hide phone**, other devices will not be able to identify your phone using Bluetooth™ wireless technology.

To pair the phone with a device

- 1 To search for available devices, select **Menu > Settings > Connectivity > Bluetooth > My devices > New device.**
 - 2 Select a device from the list.
 - 3 Enter a passcode, if required.
- ! Make sure that the device you want to pair your phone with has the Bluetooth™ function activated and Bluetooth™ visibility set to **Show phone.**

To pair the phone with a Bluetooth™ handsfree

- 1 Select **Menu > Settings.**
- 2 Press the navigation key right to scroll to the **Connectivity** tab and select **Bluetooth > Handsfree > My handsfree > New handsfree.**

To receive an item

- 1 Turn on the Bluetooth™ function and set the **Visibility** to **Show phone.**
- 2 When you receive an item, follow the instructions that appear.

To send an item using the Bluetooth™ function

- 1 Select, for example, **Menu > Organiser > File manager > Camera album.**
- 2 Scroll to an item and select **Options > Send > Via Bluetooth.**

Internet

You need the correct Internet settings in your phone. If the settings are not in your phone, you can go to www.sonyericsson.com/support or ask your service provider for more information.

- ! Make sure you have a phone subscription that supports data transmission.

To select an Internet profile

- 1 Select **Menu > Settings > Connectivity > Internet settings > Internet profiles > Connect using:**.
- 2 Select an account.

To start browsing

- 1 Select **Menu > Internet > Options > Go to.**
- 2 Select an option.

To exit the browser

- When you are browsing, press .

More features

File manager

You can handle files saved in the phone memory or on a memory card. You can create subfolders where you can save your files.

To view information about a file

- 1 Select **Menu** > **Organiser** > **File manager**.
- 2 Select the file from a folder and select **Options** > **Information**.

To copy or move a file in File manager

- 1 Select **Menu** > **Organiser** > **File manager**.
- 2 Find a file in a folder and select **Options** > **Manage file**.
- 3 Select **Copy** or **Move**.

To view the memory status

- Select **Menu** > **Organiser** > **File manager** > **Options** > **Memory status**.

Voicemail

If your subscription includes an answering service, callers can leave a voicemail message when you cannot answer a call.

To enter your voicemail number

- 1 Select **Menu** > **Messaging** > **Messages** > **Settings** > **Voicemail number**.
- 2 Enter the voicemail number you received from your service provider and select **Save**.

To call your voicemail service

- Press and hold down **1**.

Alarms

You can set a sound or the radio as an alarm signal. The alarm sounds even if the phone is turned off.

To set the alarm

- 1 Select **Menu** > **Alarms**.
 - 2 Scroll to an alarm and select **Edit**.
 - 3 Switch among the tabs and set the time, the alarm signal and other information if needed.
 - 4 Select **Save**.
- ! Keep the handsfree inserted when you select the radio as your alarm signal. The radio alarm sounds through the loudspeaker.

To silence the alarm

- 1 When the alarm sounds, press any key.
- 2 To repeat the alarm, select **Snooze**.

Ringtones and wallpapers

Wallpapers are used to change the appearance of the screen.

To set the ringtone volume

- 1 Select **Menu > Settings > Sounds & alerts > Ring volume**.
- 2 Press the navigation key left or right to change the volume.
- 3 Select **Save**.

To set a ringtone

- 1 Select **Menu > Settings > Sounds & alerts > Ringtone**.
- 2 Find and select a ringtone.

To set the vibrating alert

- 1 Select **Menu > Settings > Sounds & alerts > Vibrating alert**.
- 2 Select an option.

To use a photo as wallpaper

- 1 Select **Menu > Organiser > File manager > Camera album**.
- 2 Scroll to a picture and select **Options > Use as > Wallpaper**.

Keypad lock

You can use the keypad lock to avoid accidental dialling. Incoming calls can be answered without unlocking the keypad.

-  Calls to the international emergency number 112 can still be made.

To activate the automatic keylock

- 1 Select **Menu > Settings > General > Security > Automatic keylock**.
- 2 Select an option.

SIM card lock

This lock only protects your subscription. Your phone will work with a new SIM card. If the SIM card lock is on, you have to enter a PIN when the phone starts up. If you enter your PIN incorrectly three times in a row, the SIM card is blocked and you need to enter your PUK (Personal Unblocking Key). Your PIN and PUK are supplied by your network operator.

To unblock the SIM card

- 1 When **PIN blocked. To unblock, enter your PUK code provided by your network operator** is displayed, enter your PUK and select **OK**.
- 2 Enter a new PIN and select **OK**.
- 3 To confirm, re-enter the new PIN and select **OK**.

To activate the SIM card lock

- 1 Select **Menu > Settings > General > Security > SIM protection > Protection > On**.
- 2 Enter your PIN and select **OK**.

To edit the PIN

- 1 Select **Menu > Settings > General > Security > SIM protection > Change PIN**.
- 2 Enter your PIN and select **OK**.
- 3 Enter a new PIN and select **OK**.
- 4 To confirm, re-enter the new PIN and select **OK**.

Phone lock

The phone lock protects the phone against unauthorised use if it is stolen and the SIM card is exchanged. You can change the phone lock code (which is 0000 by default) to any four-to-eight-digit personal code. If the phone lock is set to **Automatic**, you do not need to enter your phone lock code until a different SIM card is inserted in the phone.

To set the phone lock

- 1 Select **Menu > Settings > General > Security > Phone protection > Protection**.
- 2 Select an option.
- 3 Enter the phone lock code and select **OK**.

To change the phone lock code

- 1 Select **Menu > Settings > General > Security > Phone protection > Change code**.
- 2 Enter the old code and select **OK**.
- 3 Enter the new code and select **OK**.
- 4 Repeat the new code and select **OK**.

To turn off phone lock protection

- 1 Select **Menu > Settings > General > Security > Phone protection > Protection > Off**.
- 2 Enter your phone lock code and select **OK**.

Troubleshooting

Some problems require you to call your network operator, but you can correct most problems yourself. Remove the SIM card before handing your phone in for repair. For more support, go to www.sonyericsson.com/support.

- 💡 Restart your phone every day to free memory. Do a Master reset if you are having problems with memory capacity or if the phone is working slowly.

Master reset

If you experience problems with your phone, such as screen flickering, screen freezing or navigation problems, you should reset the phone.

To reset the phone

- Select **Menu > Settings > General > Master reset** and select an option.
- ! **Reset settings** resets all changes that you have made in your phone to default. **Reset all** deletes all user data such as contacts, messages, pictures and sounds in your phone.

Legal information

Sony Ericsson W100i/W100a

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